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CHAPTER II. OTHER HEADQUARTERS LOCATIONS

Section A. Geneva Office

Section B. Supply Division, Copenhagen

Section C. Tokyo and Sydney offices

This chapter describes the current functions and organization of the Geneva Office, the Supply Division at Copenhagen and the UNICEF offices at Tokyo and Sydney.

II. OTHER HEADQUARTERS LOCATIONS

A. Geneva Office

General functions and responsibilities

The Geneva Office is charged with external relations and programming responsibilities. Its main function is to mobilize the public and private sectors of industrialized countries, i.e. Governments, National Committees for UNICEF, non-governmental organizations (NGOs) and intergovernmental agencies in support of UNICEF policies and programmes. The Office serves as the global focal point for National Committees and NGOs for child advocacy, information and communication, fund-raising and programme cooperation for countries in Central and Eastern Europe. The Office also provides support to emergency programmes in connection with the Office of Emergency Programmes in New York. It provides common services to the Greeting Card and related operations (GCO), which is an integrated part of the Geneva Office. At the request of the Executive Director, it also has representational responsibilities and provides support to New York headquarters divisions as required.

Organization of the Office

The functional structure of the Geneva Office is divided into the following 12 sections: Director's Office; Programme Support; Emergency; Information and Education for Development; National Committees; NGO Secretariat; Operations (Personnel, Finance and Administration); Information Resources Management; Reference and Documentation Centre; GCO; Special Events; and Health/Environment Unit.

B. Supply Division, Copenhagen

The Supply Division Director is responsible to the Executive Director, through the Deputy Executive Director, Operations, for the establishment and maintenance of supply and procurement policy, coordination with other divisions or agencies, and the acquisition and distribution of supplies for UNICEF-assisted programmes through the delegation of authority to supply Division staff at Copenhagen and in New York and to country representatives at field offices.

Significant procurement and shipping activities are performed by certain key field offices designated by the director. Other field offices are delegated the authority to procure certain programme supplies locally within established financial limits or when specifically authorized by the Supply Division. Supplies are shipped either directly from a supplier or from the warehouse at Copenhagen.

Organization of the Division

The Division consists of the Director's Office, Purchasing Section, Shipping Section and Warehouse and Assembly Operations Section, with the support of the Electronic Data Processing, Finance and Accounts, and Personnel and Administration sections.

Director's Office

The Director's Office is responsible for:

(a) Overall direction, planning and coordination of UNICEF global supply activities at Copenhagen, in New York and at field offices;

(b) Developing, implementing and monitoring the application of supply policies, procedures and operational guidelines through the Supply Division Manual and in the Supply book of the UNICEF Field Manual;

(c) Developing, establishing and maintaining the organizational structure and budgetary provision for staffing and facilities to ensure an efficient and cost-effective supply operation;

(d) Advising UNICEF country offices on supply and logistic matters, including warehousing, internal distribution and evaluation of the end-use of supplies;

(e) Organizing and coordinating training in supply matters;

(f) Assisting country offices in obtaining the services of qualified logistics management experts;

(g) Arranging supply orientation briefings in New York and Copenhagen for UNICEF staff;

(h) Developing, issuing and maintaining the Supply Book of the Field Manual;

(i) Maintaining and issuing the UNICEF warehouse catalogue and price list.

Purchasing Section

The Section is responsible for:

(a) Advising field offices on the choice, quantity and quality of supplies and verifying the technical adequacy of specifications;

(b) Acting upon all approved requests for supplies, taking into account required delivery, availability, maintenance, price and UNICEF currency resources;

(c) Undertaking procurement from suppliers for direct shipment to UNICEF-assisted programmes and for the replenishment of UNICEF warehouse stocks;

(d) Purchasing supplies and equipment by providing procurement services to Governments, other United Nations agencies and NGOs when such requests complement UNICEF programme activities and relate to its mandate;

(e) Following international market trends and developing world-wide sources of supply for UNICEF procurement, including supply sources in developing countries;

(f) Monitoring data on currency use by UNICEF and directing special attention to currencies of restricted use;

(g) Controlling the quality of standard warehouse items to ensure that the goods delivered are appropriate for local conditions;

(h) Maintaining up-to-date prices and specifications for all supplies stocked in the UNICEF warehouse;

(i) Authorizing procurement action to field offices.

Shipping Section

The Section is responsible for:

(a) Scheduling and arranging the shipment of UNICEF cargoes to the UNICEF warehouse at Copenhagen or to receiving countries, taking into account safety, speed and economy;

(b) Insuring shipments in accordance with established policy and processing claims resulting from shipping losses;

(c) Maintaining the global consignee/distribution list;

(d) Certifying and authorizing suppliers' invoices for payment;

(e) Advising UNICEF field offices on matters concerning air and ocean shipments, as well as on the reception and port clearance of UNICEF supplies and equipment.

Warehouse and Assembly Operations Section

The Section is responsible for:

(a) Planning and monitoring inventory levels of all standard warehouse items, including items in the emergency stockpile;

(b) Packing kits and sets of supplies and equipment from standard warehouse items;

(c) Reviewing/testing the quality of standard warehouse items to make certain that the goods delivered are appropriate, in consultation with the Procurement Section.

Electronic Data Processing, Finance and Accounts, and Personnel and Administration Sections

These Sections are responsible for supporting the Supply Division Copenhagen Office in their specialized functions.

C. Tokyo and Sydney offices

The UNICEF Director for Japan, Australia and New Zealand is based in Tokyo. The Tokyo office carries out advocacy, fund-raising, information and supply functions for Japan and liaises with the Japanese National Committee and NGOs. The Sydney office is responsible for fund-raising, liaison and information support for Australia and New Zealand.